Process Name: Purchasing	**Process Identifier:** PU
Sub-Process Name: Invoice Receipt	**Sub-Process Identifier**: PU-5

Sub-Process Purpose and Objectives: To record the receipt of invoices and to prepare transactions for payment.

Sub-Process Description: The sub-process begins when an invoice is received from a vendor. The receiver of the invoice enters information from the invoice into the TOPS system.

If, while entering the invoice information, any of the line items are determined by rules in the TOPS system to be "sensitive" assets, the user entering the invoice information must enter information about the "sensitive" asset into TOPS. The POST system gets updated via a batch extract process.

Once the invoice information (and perhaps "sensitive" asset information) is entered into the TOPS system, the TOPS user builds an OPAY record in the system. Next, a voucher number, batch number, etc. are entered into the TOPS systems. A voucher batch extract is generated and posted to STARS. The agency then prints and reviews a preliminary voucher register from the STARS system. If corrections to the batch are required, the corrections are made. Once the preliminary batch is ready for posting, a flag in the system is set to "final", which causes a final voucher register to be generated and printed. The agency attaches invoices to the batch slip and to the final voucher register, then sends the documents to Accounts. Accounts will next execute the payment sub-process.

Sub-Process Trigger(s): An invoice is received	**Key Sub-Process Participants:**
	• Vendors
	• Receivers of invoices in the agencies

Inputs:

Input	Format	Volume/Time	Suppliers
Invoices	Paper		Vendors

Process Name: Purchasing	**Process Identifier:** PU
Sub-Process Name: Invoice Receipt	**Sub-Process Identifier**: PU-5

Outputs:

Output	Format	Volume/Time	Recipients
Voucher transactions	Electronic		Accounts Department

Performance Measures Tracked:

Measure	Approx. Value	Target Value

Laws, Regulations, and Policies That Govern Sub-Process: Purchasing policy and State and federal code

Current Sub-Process Issues/Problems:

Improvement Opportunities:

| Opportunity
Merge cells to link one Opportunity to multiple impacts) | Organizational Impacts
(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity) | |
|---|---|---|
| Implement the ability to receive invoices electronically from vendors and have the invoice automatically posted to the State's system (I.e., no manual entry) | Internet access and training may be issues in implementation; change management issue of shifting responsibility for data to vendor; allows for redirecting state staff to more value-added tasks | |

Applications that Support the Sub-process

| Application Name(s)
(Internal name and vendor's name) | Technology Description
(Programming vendor, language, platform, database, etc.) |
|---|---|

Process Name: Purchasing	Process Identifier: PU
Sub-Process Name: Invoice Receipt	Sub-Process Identifier: PU-5
TOPS	TOPS is based on a system that was developed by Information Management Specialists, Inc.; the company conducts business under the name of Informs. Informs' name for the system is Advanced Government Purchasing System (AGPS). The system is written in COBOL and runs on a mainframe.
STARS	STARS is a mainframe-based governmental accounting system that was developed by KPMG. It is written in COBOL and uses an IMS database.
POST	

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Process Purchasing	**File**: PU-5 Invoice.vsd
Sub-Process Invoice Receipt	**Date**: 1/8/03
Prepared by: STA	**Page**: 1/2